Thank you for your interest in this year's Safety Recognition Program. As part of SOCMA's commitment to building best practice sharing around safety, we are proud to unveil our new streamlined application and form to collect best practices from SOCMA member companies.

Upon submission, SOCMA will email you a link to your application as well as a PDF of your responses within 24 hours. Edits can be made up until Tuesday, September 12 at 11:59pm ET.

Answers will be weighted based on Yes/No selection and open-ended responses will be used for additional support.

Recipients of the 2023 Safety Recognition Program will be honored at the SOCMA Summit Dinner on November 7th in New Orleans.

Your company's responses are viewed only by SOCMA Staff, and company and/or facility names are not shared unless given explicit permission by you.

* 1. **Primary Contact Information**

Company Name

Contact Name

Telephone Number

Email Address

* 2. **Facility & Plant Details**

Please complete one application per facility.

Facility Name

Facility Address

City

State   -- select state --

Zip

Plant Manager

Telephone Number

Email Address

3. **Recipients will be honored and awarded in person on November 7 at the <u>SOCMA Summit</u> Dinner in New Orleans. If you are awarded, would you like SOCMA to work with your team on any of the following to enhance your experience?**

☐ Coordinate Discounted Group Registration(s)

☐ Reserve a table for your team at the Dinner

☐ Invite your customers

☐ Coordinate media efforts

Other (please specify)

[   ]

* 4. **By submitting this form, I attest the information submitted in this application is factual and correct.** (Please type your name into the box below)

[   ]

Section 1: Demographics
Please share more information about the submitting facility. This section is for informational purposes and will not be scored.

* 5. How many employees do you have at the submitting facility?

[   ]

   * 6. Does the submitting facility have processes that are subject to the OSHA Process Safety Management (PSM) Regulation?

    ○ Yes

    ○ No

   * 7. Does the submitting facility have any issued and/or potential OSHA violations (i.e in discussion or negotiation phase) since January 2020?

    ○ Yes

    ○ No

   Comments

[   ]

   * 8. Has the submitting facility had any significant OSHA recordables (i.e., fatalities) since January 2020?

    ○ Yes

    ○ No

   Comments

[   ]

Section 2: Process Safety
SOCMA believes that process safety is essential in industries that handle hazardous chemicals and processes. It involves identifying, assessing, and mitigating potential risks to prevent incidents and protect employees, the environment and community. A strong process safety program can help promote a culture of safety, increase employee engagement, and promote improvement.

* 9. **Please complete the following questions related to Process Safety:**

	Yes	No	N/A
Does the submitting facility utilize elements of Process Safety Management for non-PSM covered processes? If yes, please identify which elements below.	○	○	○

Employee Participation: Do

your employees participate in safety programs where information and training materials readily available?	○	○	○
Are employees actively involved with identifying and mitigating hazards and risks through the creation of processes and procedures?	○	○	○
Process Safety Information: Does the submitting facility maintain and share current process information related to hazards and associated risks with employees?	○	○	○
Process Hazard Analysis: Does the submitting facility utilize PHAs and/or Safety Reviews to identify and evaluate potential process safety hazards?	○	○	○
Operating Procedures: Does the submitting facility maintain, utilize, and train on standard operating procedures in a manner that ensures competency?	○	○	○
Contractor Safety: Does the submitting facility have an established contractor safety program that aids in ensuring contractors are trained and equipped to perform their jobs safely?	○	○	○
Pre-Startup Safety Review (PSSR): Are pre-startup safety reviews conducted for new and existing processes prior to starting a process?	○	○	○
Mechanical Integrity: Does the submitting facility			

have policies and procedures in place to identify critical equipment and parts needed to safely operate your facility?

◯ ◯ ◯

Does the submitting facility have policies and procedures for inspections, preventative maintenance and record keeping to ensure that process and ancillary equipment are maintained to prevent injuries, loss of production and environmental hazards?

◯ ◯ ◯

Hot Work Program: Does the submitting facility have policies, procedures, and/or training that minimizes risk for hot work activities?

◯ ◯ ◯

Management of Change: Does the submitting facility have a method for evaluating changes prior to implementation to ensure risks are fully evaluated, well-planned and communicated to stakeholders?

◯ ◯ ◯

Compliance Audits: Does the submitting facility conduct periodic safety-based compliance audits beyond those required by customers and regulators?

◯ ◯ ◯

* 10. **Please complete the following questions related to Training:**

	Yes	No	N/A
Are incidents and/or near misses reviewed during periodic safety meetings?	○	○	○
Does the submitting facility conduct shift turnover meetings and/or toolbox talks to communicate and share important operational information, discuss lessons learned from the previous shift and highlight issues that may need to be resolved in order to maintain safe operations?	○	○	○

Section 2.1: Emergency Planning & Response
SOCMA believes that incident investigations are critical to identify the root cause of an incident. It is an essential tool in preventing recurrence of the same or similar incidents, and therefore increasing workplace safety. Incident investigation can be used to assess other risks and identify gaps that need to be addressed. Overall, incident investigation is key in maintaining a safe workplace for all employees.

* 11. **Please complete the following questions related to Emergency Planning and Response:**

	Yes	No	N/A
Does the submitting facility review and test its emergency response plan at least annually?	○	○	○
Are drills and tabletop exercises utilizing different scenarios used to identify and improve your emergency response plan?	○	○	○
Is feedback from key stakeholders considered when updating your facility's emergency response plan?	○	○	○
Does the submitting facility conduct an open house or plant tours for stakeholders during the year?	○	○	○
Does the submitting facility participate in community-wide drills?	○	○	○
Does the submitting facility conduct ongoing dialogue with employees and other stakeholders to address their questions and concerns?	○	○	○
Does the submitting facility involve employees in community outreach efforts?	○	○	○
Does the submitting facility participate in a Community Advisory Panel (CAP)?	○	○	○
Does the submitting facility actively participate in a Local Emergency Planning Committee (LEPC)?	○	○	○

Section 2.2 Incident Investigation

* 12. **Please complete the following questions related to Incident Investigation:**

	Yes	No	N/A
Does the submitting facility have an established system that encourages employees to report near misses and incidents to identify and address safety hazards?	○	○	○
Does the submitting facility have a team to conduct Root Cause Analysis as part of the incident investigation process?	○	○	○
When implementing corrective and preventative actions are these changes tracked to ensure an effective resolution has been achieved?	○	○	○
Are corrective and preventative actions evaluated to ensure they address root cause and prevent reoccurrence of near misses?	○	○	○
Are Lessons Learned shared with all employees via team meetings, company-wide emails, or other forms of communication to promote continuous improvement and aid in avoiding similar issues?	○	○	○

Section 2.3: Best Practice Sharing
SOCMA believes sharing information can help other companies improve processes, procedures and build a culture of continuous improvement. Best practice sharing allows organizations to learn from other's successes and be better equipped to foster a culture of safety. To assist SOCMA in building an index of best practices that can help prevent accidents and reduce risk and communicated to a larger audience, please complete the following.

13. Provide an example of a lesson learned at your facility and how it was used to improve safety at your facility. Examples: incident investigation, near miss, root cause and the corresponding corrective/preventative actions.

14. Describe the method(s) used for reporting near misses and incidents at the submitting facility. How is this information utilized for continuous improvement as well as fostering a safe work environment and culture?

15. Are Root Cause Analysis conducted for near misses? If so, how is data from near misses used to improve safety at your facility? (Understanding how near misses are reviewed and the data utilized to prevent further issues is important. Near miss data can be useful in helping to better understand areas of concern allowing for further improvement in these areas.)

16. Share elements that make your safety training program unique and effective. (Sharing this information is important because it helps others understand how to create successful training programs and encourage innovation and creativity in the development of future programs. Sharing these methods can lead to better employee performance, increased organizational effectiveness, and improve the overall employee thought process.)

17. In addition to the information shared above, provide further details regarding how the elements of process safety are implemented at the submitting facility. How are these elements used to further improve safety at your site? Share elements that make your safety program unique and effective.

Section 3: Stakeholder & Crisis Communications
SOCMA believes that having a strong communication plan that involves stakeholder engagement is key to successfully navigating and recovering from an incident. It is important to have a plan that all employees are familiar with, understand their specific role and receive training.

* 18. Please complete the following questions related to Stakeholder and Crisis Communication:

	Yes	No	N/A
Does the submitting facility routinely engage with the community? (i.e., local officials, state agencies, schools, hospitals, fire departments)	○	○	○
Does the submitting facility have system alerts such as sirens, text messages, phone calls or email notifications that can be used to alert employees, the community, and other key stakeholders during an emergency?	○	○	○
Has the submitting facility performed a risk evaluation to understand your needs with regards to Crisis Communication?	○	○	○
Does the submitting facility have a Crisis Communication Plan, either separate from or part of your formalized Emergency Response Plan?	○	○	○

19. Describe the submitting facility's community outreach program over the past year and how it has impacted the community.

20. How do you train your employees on your Crisis Communication Plan so they understand the role they play in it?

Section 4: Material Transfer
SOCMA believes that material transfer safety is important to ensure safe and proper handling of hazardous materials. Prioritizing material transfer safety can help facilities avoid incidents, injuries, and environmental impacts. Following proper safety protocols and procedures, as well as routine inspection and maintenance, helps reduce the risk of harm to workers, the public and the environment.

* 21. **Please complete the following questions related to Material Transfer:**

	Yes	No	N/A
Does the submitting facility have a material transfer management system that identifies, assesses, and mitigates potential risks that may impact operational safety?	○	○	○
Does the submitting facility utilize a hose inspection checklist to ensure the safety and integrity of the hose prior to each use?	○	○	○
Does the submitting facility's mechanical integrity program include hose inspection and maintenance that goes beyond normal daily inspections?	○	○	○
Does the submitting facility utilize grounding systems with visual indication?	○	○	○
Is continuity testing done on a periodic/scheduled basis and/or is completed prior to each hose use?	○	○	○

22. Describe the equipment used to perform continuity testing.

Bonus Section: Chemical Operator Training

Additional points are awarded for users of __SOCMA's ChemOps Training__, but will not be counted against any company.

SOCMA believes that training is important to both the individual and organization. It helps employees acquire new skills, knowledge and capabilities that are essential to perform their roles effectively, efficiently and safety. SOCMA developed the ChemOps training to set a foundation for a successful and effective training program by means of industry specific content. By completing SOCMA's ChemOps training program, employees develop a deeper understanding of the industry and learn important concepts that actively promote safe work practices.

23. **Please complete the following questions related to ChemOps Training:**

	Yes	No	N/A
Do you utilize SOCMA's ChemOps Training at your facility? If yes, identify how below:	○	○	○
New Hire Training	○	○	○
Refresher Training	○	○	○
Employee Advancement	○	○	○

24. If you are using SOCMA's ChemOps Training program in a different manner than listed above, please describe how your facility is utilizing the program to educate employees.

25. **Are there any additional comments you'd like to provide with your application?**